Please quote your Business Rates account number in the Reference number box for ease of identification.

Please return the completed mandate to, Durham County Council Revenues and Benefits PO Box 238 Stanley County Durham DH8 1FP

Alternatively if you can print, sign and scan the mandate back to us. Please send to businessrates@durham.gov.uk

Thank you.





Please fill in the whole form including official use box using a ball

Daytime Telephone No:   Bank/building society account number   Bank/building society account number   Branch sort code   Branch sort code  <	point pen and sent it to:	Service user number
PO Box 2.38   Stanley   County Durham   DH8 IFP     Name(s) of account holder(s)		2 5 0 5 8 5
County Durham   DH8 IFP     Name(s) of account holder(s)     Stank-building society account number   Databuilding society   Databuilding society   Stank-building society   Name and fall pottal address of your bank or building society   To The Manager   Postode   Postode   Descode   Signame(s)   Signame(s)   Signame(s)   Data building society account Reference)   Data building societies may not accet Diret Debt Instructions for some types of account	PO Box 238	
DHS 1FP     Name(s) of account holder(s)     Samk/building society account number     Samk/building society account number     Samk/building society account number     Samk or code     Samk or code     Tro: The Manager     Reference (Non Domestic Rates Account Reference)            State and building society may not accept Direct Debit Instructions for some types of account with Duham of the society.		This is not part of the instruction to your bank or building society.
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Bank/building society account number     Bank/building society account number     Bank/building society account number     Bank/building society     Stane and full postal address of your bank or building society     To: The Manager     Bank/building society        Postcode           Postcode           Postcode  Postcode                         Postcode   Postcode            Postcode   Postcode      Banks and building society may not accept Direct Debit Instructions afor some types of account detailed in this Instruction may remain with Durham County Council and, if so, details will be passed electronically to my bank/building society.   Date   Date    Date		
Backbuilding society account number     Bankbuilding society account number     Barach sort code     Barach sort code     Core laternatively:     Bankbuilding society     Bankbuilding society     Bankbuilding society     Bankbuilding society     Postcode              Postcode                    Postcode                                  Postcode </td <td>Name(s) of account holder(s)</td> <td></td>	Name(s) of account holder(s)	
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Sank/building society account number     Image:     Stanch sort code     Image:     Name and full postal address of your bank or building society     To: The Manager     Bank/building society     Address        Postcode           Postcode              Postcode              Postcode              Postcode                    Bank soliding society account Reference)            Date               Banks and building society may not accept Direct Debit Instructions for some types of account		
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Andress     Postcode     Postcode     Postcode     Signature(s)     Signature(s)     Banks and building societies may not accept Direct Debit Instructions for some types of account     DDI1		Or alternatively:
Name and full postal address of your bank or building society       Instruction to your bank or building society         To: The Manager       Bank/building society         Address       Bank/building society         Address       Please pay Durham County Council Direct Debits from the account detailed in this Instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this Instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this Instruction subject to my bank/building society.         Postcode       Signature(s)         Signature(s)       Signature(s)         Banks and building societies may not accept Direct Debit Instructions for some types of account       DDI1	Branch sort code	
To: The Manager       Bank/building society         Address       Please pay Durham County Council Direct Debits from the account detailed in this Instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this Instruction may remain with Durham County Council and, if so, details will be passed electronically to my bank/building society.         Postcode       Signature(s)         Banks and building societies may not accept Direct Debit Instructions for some types of account       DDI1		a Friday) OK a Friday)
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Address   Instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this Instruction may remain with Durham County Council and, if so, details will be passed electronically to my bank/building society.     Postcode     Reference (Non Domestic Rates Account Reference)     Banks and building societies may not accept Direct Debit Instructions for some types of account   DDI	To: The Manager Bank/building society	
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Banks and building societies may not accept Direct Debit Instructions for some types of account DDI1		
This guarantee should be detached and retained by the payer.	Banks and building societies may not accept	pt Direct Debit Instructions for some types of account
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This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits	<ul> <li>This Guarantee is offered by all banks and building societies t</li> </ul>	that accept instructions to pay Direct Debits

- If there are any changes to the amount, date or frequency of your Direct Debit Durham County Council will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Durham Council to collect a payment, confirmation of the amount and date will be given to you at the time of the request.
- If an error is made in the payment of your Direct Debit, by Durham County Council or your bank or building society, you are entitled to a full and immediate refund of the amount paid from your bank or building society
  - If you receive a refund you are not entitled to, you must pay it back when Durham County Council asks you to.
- You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.